

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield House
Wednesday 14th October 2009**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
Derek Armitage
Cynthia Ramsden
Gillian Withers

Officers:

Sharon Guy - Neighbourhood Housing Manager Wortley/Pudsey
Lee Wright - Customer Involvement Manager
James Petrie - Neighbourhood Planner
Mary Kerr - Administration Officer (Minutes)

Guests:

Sukhvinder Aujla – Customer Service Officer Wortley
John Cummings – Groundwork Leeds

Action

1.0 Apologies for Absence:

- 1.1 Councillor Joseph Marjoram, Sandra Ogden, Mick Parker.
- 1.2 KS informed panel members that John Willshaw has stepped down from the Outer West Area Panel as he will be moving within the Inner West boundary Area.

2.0 Minutes of the Previous Meeting Held on 12th August 2009:

- 2.1 The minutes of the previous meeting were **agreed** as a true record.

3.0 Matters Arising:

- 3.1 Arising from Item 4.3 Community Partnership Agreements
KS enquired if the meeting had taken place as proposed.
JP replied that it had taken place on the date but unfortunately only two people turned up.

4.0 ASB – Discussion of Preventative Works & Successful Outcomes

- 4.1 SG presented this on behalf of Mick Parker.

SG mentioned that a lot of works have been introduced through the Area Panel Bids regarding ASB. The team would like feedback on the outcomes and success of any of these bids.

These could include items such as fencing, CCTV cameras, lighting etc.

It was stated that since the Heights East and Heights West fencing (AP17-08) has been put up there had been a great improvement in this area.

Due to the funding given to the Armley Juniors (AP14-08) & (AP112-09) there has been less trouble due to the reduced number of youth on the street.

Claremont Grove fencing (2007 bid) – this has proved to be extremely successful in the prevention of passers by cutting through. Confirmation has been given by the Police regarding this.

Minster Flats in Farsley – it was stated that since the fence had been put up there has been reduced ASB from the youth in the area.

KS commented that once the works have been completed through the area panel bids an evaluation needs to take place to gain if they have been successful in achieving the purpose.

JP stated that after works have been carried out a consultation will be carried out by the team to ascertain the success of the bid.

5.0 Customer Involvement

5.1 Update

LW went over the report and the following points were noted.

Recognition and Funding of Tenant & Residents Associations

To date 10 of the 11 TRA's within the Outer West area have successfully met the criteria and have been awarded an Annual Support Grant totalling £1,900.00 between them.

LW mentioned if Groups were not meeting the criteria a member of the team would go and assist them.

LW commented a report will shortly be going to the Customer Involvement Network Executive Committee regarding the level of support WNWHL should give to Residents groups across the whole area who choose not to be recognised and funded by WNWHL. An update regarding this will be given at the next meeting.

LW

Diverse Community Fund

To date two bids have been received from the Outer West Area. Both were rejected as they did not meet the criteria. Those that do not meet the criteria are given suggestions of alternative funding sources.

BF mentioned that to date no response had been received to explain why these were refused.

LW said he would speak with ST to enquire the reason why.

BF stated would be good to know reason why. This could give guidance how not to be done in future.

Customer Training Programme

LW went over the training programme.

LW stated that the courses will be reviewed and the popular courses such as "The Beginners DIY" will be done again due to the overwhelming success after the first course. This will apply to other courses where they have been a success.

MR and CR would like to attend the "Calling You" course if this is done again.

BF stated he had attended the "Applying for small grants". BF found this course to be extremely good. MR mentioned if this course is done again she would like to attend.

Resident Involvement Benchmarking

LW stated this was presented to the Customer Involvement Network meeting. This was done to enable the Team to compare costs and performance with other ALMO's.

LW went over and explained each page in depth.

A question was raised regarding some of the figures seem quite high compared to the others.

LW is looking into this further as it is unclear whether the cost of the Area Panel grant should be included in with Residents Grants. If this is not to be included these figures will be corrected accordingly and an update will be given to the panel members at the next meeting.

LW

5.2 Walkabouts / Tenant Inspections

SG went over this and the following points were noted.

16 walkabouts/tenant inspections were planned for Wortley in September, all 16 were completed.

15 walkabouts/tenant inspections were planned for Pudsey in September of which only 14 were completed due to staff absence through sickness.

Tenant inspectors – There were two involved in Pudsey and two involved in Wortley.

There were three complaints received in Wortley and two received in Pudsey.

All five complaints had been handled in the required time.

5.3 Community Partnership Agreements

JP mentioned that due to staff changes he will no longer be attending future meetings. Another Neighbourhood Planner will be attending.

JP commented the Estate Inspections have turned out to be successful.

Targets have been met regarding fly tipping and graffiti.

The masterplan for the Bawns is in progress.

6.0 **Environmental Issues**

6.1 No reports were received regarding this issue.

SG will speak with RB regarding the reports and updates for future meetings.

SG

7.0 **Revenue and Capital Expenditure**

7.1 Capital Programme Update

KS has asked the Area Panel members to read over this report.

If they have any queries or questions these are to be fed back to KS or MK.

7.2 Area Panel Update

October 2008

- APO133 – Removal of outhouses on Farrowes

JP stated that there is now a question regarding the leaseholders giving permission for these to be removed. New information has been given that the leaseholders will have to contribute payment towards this being done. The leaseholders are still to be contacted and informed regarding this matter. Update to be given at next meeting.

May 2009

- AP2-09 Notice board for Neighbourhood Action in Farnley

JP stated since the notice board has been put in place, it has turned out to be extremely successful and very well used.

August 2009

- AP12-09 - Conservatory to be installed on Rycroft Green
The Capital Delivey Team are dealing with the Conservatory.
- AP112-09 – Funding for the Armley Juniors Project
Regarding queries raised on the way this funding shall be used. JP has mentioned the Armley Juniors Project is audited by the West Yorkshire Accounting Service. The bidder has been instructed by JP to keep a separate record of where the money is being spent that was granted from the Area Panel bid, so a full report can be given to the panel as to where the money has been used and the effect it has had to the community.
Update will be given to panel members when available.
- AP115-09 – Funding for Multiple Tenant Training Sessions
Questions were raised about tenants from other ALMO's taking part in training sessions paid for by the panel.
LW went on to explain that due to poor responses on some of the courses these had been opened up to the other ALMO's for tenants from their areas who would be interested in attending.
LW mentioned that the ALMO's in question had given £20 per person towards the funding of the course which will go back into the funding granted by the Area Panel.
GW enquired if BITMO was included in the invitations.
LW said not this time but will include them in future where numbers need to be increased to enable the course to be held.
GW commented that it may be beneficial to do this with all the training.
- AP132-09 – Funding for improvements to the walkways around the Gamble Hill multi storey blocks
This has gone to procurement due to the large amount of funding involved.
Feedback will be given at next meeting.

7.3 Area Panel Bids

October 2009 Bids

- AP139-09 - Funding the resurfacing of garage area at Chaucer Grove
The value for this bid is for £ 6,150.00 quote 1 or £ 2,750.00 quote 2.
KS mentioned panel members are to judge bids on whether they fit into the top three priorities for the Outer West Area.
Photos were provided reflecting the condition of the forecourt.
CR enquired if this was to be done under another budget how long would this take.
SG mentioned that at the present stage there is no definite time when this could be done on the maintenance budget. May only be done next year or the year after.
Panel intended to discuss bid at the end of the other bids but omitted in error. This bid will be discussed at the next meeting.
This bid was **deferred**.
- AP149-09 - Demolition and removal of bin store to rear of 175 – 185 Heights Drive
KS declared an interest and left the room.
The value for this bid is £2,000.00.
Photos were provided reflecting the bin store in question.
JP stated that included in this price is the removal of the concrete base and the area to be grassed over.

A question was raised if this included all three blocks or just the one block. JP stated the other two blocks are well used and in good order so it would just be this block that would be removed.

GW mentioned if this block gets removed what will stop the problems being faced there, being moved to another site.

This bid was **approved**.

- AP150-09 – Fit handrails to steps between the road and pavement on Heights Drive and Heights Way

KS declared an interest and left the room.

The value for this bid is £5,880.00.

Photos were provided showing some of the steps in question.

JP said due to the condition of the steps the contractors have said they will place the handrails in the grass.

GW commented that some of these look like they have just been done.

SG mentioned that Highways have just recently done the road but the path and steps are definitely our responsibility.

This bid was **approved**.

- AP151-09 – Widening the road from number 4 to the main access road

MR declared an interest and left the room.

The value for this bid is £7,000.00.

A map was provided highlighting the area in question.

JP explained the purpose for this bid and the problems being faced.

KS enquired if a consultation had been carried out with all residents.

JP mentioned this still needs to be done.

A suggestion was made that instead of widening the whole section maybe an individual parking space could be put there.

It was stated there is a large designated parking space which people could use and there is not much of a walk from there to individual properties.

Panel feel a full consultation needs to be carried out with all residents of the scheme before a decision can be made.

This bid is deferred.

- AP152-09 – Funding to provide seating and raised beds for a proposed communal area to the rear of Dawsons Corner community centre

DA declared an interest and left the room.

The value for this bid is £1,252.00.

A query was raised whether the planters would include the plants.

JP stated no just for the raised planter beds.

JP commented the flags could be made to look better. Looking at working with a partnership could assist with this.

This bid was **approved**.

- AP156-09 – Funding for the installation of an induction loop system in the Community centre

The value for this bid is £595.00.

It was mentioned that there is a portable one that could be booked out as feel this method may be sufficient for the centre.

KS enquired if people and staff members are aware that there is the portable induction loops.

MR commented could this not be advertised in the buzz or on the website so other groups would know they are able to book a portable induction loop for meetings where required.

JP will check into this and if sufficient coverage would be gained where necessary.

The panel felt that the portable one should be used for a trial first.
This bid is deferred.

8.0 Any Other Business

- 8.1 KS requested a thank you letter be sent to the panel member and officers who are no longer involved with the Outer West area panel.

Groundwork Update

JC gave the panel members an update of works being done in the Outer West Area.

Junior Warden Projects

Funding for these have been achieved and will commence as soon as a date can be agreed. These will take place as follows:- one on the Bawns Estate and the other on the Gamble Hill Estate.

A full report will be sent to Marie Pierre Dupont at the end of October giving the different schemes carried out for WNWH.

Gamble Hill Estate and the Bawn Estate are part of the youth funding.

Busy working on Worker of the Week.

A visit was made to Cobden Grove School where the youth were able to take part in the Healthy Living Programme.

Three sessions have been held with Asian Womens Group.

There is hope that a link can be achieved combining the works to the Gamble Hill Estate and the Spring Valley Estate. Discussions are being held with Yorkshire Housing re this.

At the end of a twelve week session a celebration event is held.

Capital Projects

On the Gamble Hill Estate a lot of debri and grafitti has been cleared.

Whincover Grange

This project is complete and the official opening will be on the 24th October.

Bawns Masterplan

Nutting Grove Terrace has been linked into the overall masterplan.

Estate walkabouts have been held.

50 Volunteers from ASDA turned up on the 22nd September to do small scale improvements and painting.

9.0 Date, Time and Location of Next Meeting

- 9.1 Wednesday 9th December 2009
5.30pm (5.00pm – Refreshments)
Westfield Chambers Board Room

Signed.....

Date.....

MK